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FURTHER EDUCATION

Policy
Guidelines
Procedures

Effective
April, 1988

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ADVANCED EDUCATION

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Alberta
ADVANCED EDUCATION

Office of the Minister

323 Legislature Building, Edmonton, Alberta, Canada T5K 2B6 403/427-2291

GOVERNMENT OF ALBERTA

DEPARTMENT OF ADVANCED EDUCATION

The following Further Education Policy, Guidelines and Procedures is made pursuant to Schedule 4 of the Advanced Education Grants Regulation, Alberta Regulation 316/83, as amended.

Dated at the City of Edmonton, in the Province of Alberta, this 8TH day of MARCH, A.D. 1988.

D J Russell

DEPUTY PREMIER AND MINISTER
OF ADVANCED EDUCATION

FURTHER EDUCATION

POLICY GUIDELINES and PROCEDURES

The Government of Alberta is committed to facilitating appropriate learning opportunities that enable adult Albertans to develop their diverse individual capabilities, and to providing high quality educational services for Albertans. Through the promotion of adult participation in further education activities in this Province, the Government seeks to encourage public participation in educational decision making on a local and regional basis.

Alberta Advanced Education acts in the belief that individuals learn throughout their lives and that there should be the opportunity for each Alberta resident to voluntarily participate in further education. Further education constitutes planned learning experiences designed to be integrated into the life styles of adults as part of a process of lifelong learning.

The Further Education Policy of Alberta Advanced Education endorses the concept that the primary purpose of further education activities must be to fulfill the learning needs and desires of adult Albertans. The Policy recognizes that a variety of agencies, institutions and Government Departments have roles in providing further education opportunities, and that they require operational flexibility to meet diverse adult learner needs.

Access to lifelong learning is necessary to enable Albertans to better understand and cope with changing social and economic conditions, as well as contribute to an overall improvement in the quality of life in the Province.

The Policy, Guidelines and Procedures which follow are designed to enable Albertans to attain these ends.

POLICY

Alberta Advanced Education will facilitate involvement in further education by adult Albertans, and encourage systematic inter-agency communication, cooperation and coordination in the provision of learning opportunities for adults.

GUIDELINES

1. Alberta Advanced Education assumes a role in the coordination of publicly supported further education activities. The major function of a Further Education Council (hereafter referred to as the "Council") is to facilitate and coordinate further education at the local level on an inter-agency basis.

2. Further education courses approved and coordinated at the local level may be eligible for funding by Alberta Advanced Education.

3. The further education roles of post secondary educational institutions should be logical extensions of their roles for meeting the needs of credit students.

4. Alberta Advanced Education will encourage post secondary educational institutions and Councils to facilitate access by further education students to secondary and post secondary credit courses.

5. Post secondary educational institutions are encouraged to maintain an administrative capability for "providing" further education programs.

   Administrative support costs other than direct instructional costs of further education courses, should be included and specifically identified in the regular operating budgets of post secondary educational institutions.

6. Post secondary educational institutions should continue to provide financial support for public service functions through their regular operating budgets.

7. Alberta Advanced Education encourages post secondary educational institutions to utilize the facilities provided for credit students in meeting the needs of further education students.

8. Alberta Advanced Education encourages further education research, and the development and delivery of special further education courses and projects.

9. Alberta Advanced Education encourages Local Hosting Authorities to train volunteers to work in their further education programming activities.

10. Alberta Advanced Education encourages programming agencies to utilize local resource people in their further education programming activities.

11. It is seen as desirable by Alberta Advanced Education that no interested Alberta citizen be deprived of the opportunity to participate in a further education course because of an inability to pay tuition or other participation costs. Alberta Advanced Education encourages Local Hosting Authorities to establish priorities for the allocation of resources to facilitate equity of access for disadvantaged learners.

12. Alberta Advanced Education encourages post secondary educational institutions to work co-operatively with members of professions and occupations in the development and provision of continuing professional and career educational programs. Direct delivery costs for continuing professional/career education should be the financial responsibility of practitioners and/or their employing institutions, agencies or organizations, except in extenuating circumstances.*

13. In most instances, costs incurred in the provision of further education activities are to be borne primarily by users. Grants provided by Alberta Advanced Education are incentives to encourage the provision of further education opportunities.

14. Councils are encouraged to use appropriate distance learning delivery systems to meet the needs of further education students that cannot otherwise be met locally.

15. The Government of Alberta reserves the right to evaluate any Council activity and recommend or undertake any action deemed necessary.

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* This guideline is based on the assumption that members of professions and occupations are relatively better able to pay such costs as a result of a large public investment in their initial training. Where such is not the case, exceptions to this policy may be considered, such as the retraining of people whose initial training is no longer in demand.

PROCEDURES

1. The ultimate goal of a Council is to mobilize all resources to offer coordinated, comprehensive, meaningful further education courses to meet the individual learning needs of adults in the community. A Council is not intended to assume the operation of any of its Local Hosting Authorities. A Council is intended to serve people within a region which may be defined by city, county or school division boundaries.

2. A Council is empowered to approve further education courses that:

   (a) comply with the **Further Education Policy, Guidelines and Procedures** and specifically comply with the definition of a further education course;

   (b) are sponsored by a Local Hosting Authority in good standing with the Council, and which can satisfactorily meet the course objectives within the overall mandate of the Authority at a reasonable cost;

   (c) are not an unnecessary replication of another course;

   (d) where possible, are coordinated with similar courses provided by local private enterprise.

3. Responsibility for the subject matter and quality of a further education course remains with the sponsoring Local Hosting Authority.

   Councils and Local Hosting Authorities are responsible for ensuring courses are provided with liability insurance coverage as necessary.

4. For the purpose of receiving grants, each Council must annually submit a renewal of its intention to form a Council and to confirm the Designated Hosting Authority to which grant payments will be made.

5. To be eligible for program grant support, further education courses must be approved by a Council and Alberta Advanced Education prior to commencement.

6. Alberta Advanced Education will identify annually the maximum program support grant allocation to each Council. Allocations will be based on funds available during any fiscal period and will take into consideration the Financial and Program Plans submitted by the Council and the need to reduce regional disparities in services.

7. At the direction of the Council, grants for completed further education courses may be paid by the Designated Hosting Authority to a Local Hosting Authority:

   up to $30.00 per course instructional hour for all further education courses that have the approval of the Council and Alberta Advanced Education.

   Program support grants must be wholly applied to reduce the direct delivery costs of further education courses.

8. Administration grants to assist the operation of Councils will be paid to the Designated Hosting Authority on behalf of a Council. A Council that is incorporated under The Societies Act of Alberta may request the approval of Alberta Advanced Education to have grants paid directly to the Council.

   Alberta Advanced Education will identify the maximum administrative grants that can be claimed per Council:

   (a) for costs related to the administrative, travel, joint advertising, professional development, and other operational costs of the Council as documented in an annual Financial and Program Plan;

   (b) for costs incurred by the Council in facilitating and/or administrating teleconferencing or other alternate/distance delivery courses (credit or non-credit). A maximum grant of $1,000 may be claimed as follows:

      i. $700 for facilitating up to 3 courses;

      ii. an additional $300 for facilitating more than 3 courses.

9. Councils will submit to Alberta Advanced Education annual Financial and Program Plans on appropriate forms for approval.

   Alberta Advanced Education is to be informed of significant changes approved by Councils to Financial and Program Plans.

10. Upon approval of a Council's Financial and Program Plan, Alberta Advanced Education may advance up to 80% of the total grant allocation to the Designated Hosting Authority on behalf of the Council.

11. Final grant payments for completed further education courses and administrative costs will be made on submission of appropriate claim forms to Alberta Advanced Education at such time as required by Alberta Advanced Education.

12. Where other sources of financing are not available or are otherwise restricted, Local Hosting Authorities may make application to Alberta Advanced Education for grants on a project proposal basis for further education projects of a special nature. Such proposals must be examined and endorsed by the Council before final approval by Alberta Advanced Education.

    Grants for approved Special Further Education Projects will be paid to the Council's Designated Hosting Authority on behalf of the Local Hosting Authority.

13. Local Hosting Authorities may appeal Alberta Advanced Education interpretations of the Further Education Policy, Procedures and Guidelines to the Minister.

DEFINITIONS

1. **Adult Further Education** means non-sectarian education offered to adults on a non-credit and non-profit basis and includes projects that facilitate the development, coordination and delivery of such education.

2. **A Further Education Course** for grant purposes means a course of studies which:

   (a) has as its major and overriding purpose that of bringing about new learning, as opposed

      i. to being primarily an opportunity for ongoing skill development in some activity previously learned; or

      ii. to training individuals or members of a club or organization for purposes of competition or presentation of performances;

   (b) constitutes a planned teaching-learning activity;

   (c) is non-sectarian in nature;

   (d) is directed to Alberta residents 18 years of age and over;

   (e) is designed to be open for attendance by any interested adult, and not specifically intended to maintain nor upgrade the competence of skilled workers or professional persons;

   (f) is specifically intended for adults pursuing further education on a part-time basis;

   (g) is offered on a non-profit basis;

   (h) is conducted according to a written course outline, held on file by a Local Hosting Authority;

   (i) is the responsibility of a Local Hosting Authority;

   (j) normally has an enrollment of at least eight adults;

(k) has a duration of less than 100 instructional hours;

(l) in cases where grants for English or French as a Second Language, Citizenship, or Adult Basic Literacy Further Education Courses are claimed, the courses are taught by persons with qualifications such as a valid teaching certificate issued by the Alberta Education or other qualifications acceptable to Alberta Advanced Education;

(m) is not funded by other Provincial or Federal Government sources for instructional costs;

(n) is not accredited toward a secondary or post-secondary certificate, diploma, or degree;

(o) is open to audit in administration and conduct by Alberta Advanced Education.

3. **Adult Basic Literacy Further Education Courses** mean courses designed to upgrade the academic skills of adult students to the equivalent of the grade nine level of competence.

4. **Citizenship Further Education Courses** for New Canadians mean courses designed to orient immigrant adults to life in Canada.

5. **English or French as a Second Language Further Education Courses** means courses intended to provide basic proficiency in English or French as a second working language. English as a Second Language classes are expected to have New Canadians as students.

6. **Community Problem Further Education Courses** mean courses which are intended to involve interested adults, regardless of economic means, in systematic study of community problems, subject to the following conditions:

   (a) the problem under study must be of such magnitude that it could potentially affect a significant number of people in the community to which the problem applies, or a significant number of people within an identifiable minority group in the community;

(b) the course of study must be about a problem encompassing probable causes and reasonable solutions or it must treat in an objective way the desirability and feasibility of a possible solution to a problem;

(c) any rate of tuition must be kept as low as possible to make it feasible for any interested person, regardless of economic means, to be involved in the study.

7. **Special Further Education Courses** are courses directed to people who cannot or ought not pay full or partial tuition. Such people may include senior citizens, people on social assistance, low income people, mentally or physically handicapped people, people who have not had the advantage of training to earn an income, people who are prepared to offer their skills at no cost as a result of training, rural people where sparse population and low course registration results in unreasonably high tuition costs, and the general public where the course is necessary to the well being or progress of society. It is the responsibility of the Council to determine the appropriate application of this definition to meet community needs.

8. **Special Further Education Projects** are learning opportunities undertaken and funded on a one-time-only basis which would normally be excluded from receiving regular support grants or which are prohibitively costly. In other ways these projects conform to the guidelines established for Further Education Courses. (See 2 above.)

9. **Local Hosting Authority** means:

(a) a public Alberta institution which has responsibilities for offering further education courses to adults. This includes Boards of Governors of Alberta universities, public colleges, technical institutes, and the Banff Centre for Continuing Education; provincially administered institutions; and school boards; or

(b) a public agency as specified under the laws, regulations or departmental operating procedures of the Government of Alberta which has responsibilities for offering further education courses to adults and may include, for example, any recreation board, public health unit, agricultural extension office, or family and community support services office; or

(c) a private agency, institution or organization incorporated under The Societies Act of Alberta, The Cooperatives Act of Alberta or defined under The Department of Advanced Education Act or The Colleges Act, which offers further education courses on a non-profit, non-sectarian, public service basis, and may include organizations such as the Young Men's Christian Association, Young Women's Christian Association, Rural Education and Development Association, Agricultural Societies, Allied Art Councils, Women's Institutes, and Independent Colleges in Alberta.

10. **Designated Hosting Authority** means that member of the Further Education Council designated as the administrative agent responsible for receiving grants and administering funds at the direction of Council.

11. **Minister** means the Minister of Alberta Advanced Education.

12. **School Board** means a board of trustees as defined in The School Act.

13. **Further Education Council,** the structure and functioning of which shall be approved by Alberta Advanced Education, means a voluntary association comprising two or more people in communities throughout the province who individually, or as as representatives of institutions or organizations, hold responsibilities for the development, coordination and delivery of adult further education. Membership is open to such persons as:

    (a) further education personnel from the nearest post secondary educational institution;

    (b) the Coordinator of the Community Educational Consortium;

    (c) the School Superintendent;

    (d) a member of the School Board or Board of Education of a County;

    (e) the local representative of Alberta Recreation and Parks;

    (f) the Recreation Director, or a member of a Recreation Board;

(g) the Medical Officer of Health or Public Health Nurse;

(h) the District Home Economist;

(i) the District Agriculturist;

(j) the Director of Family and Community Support Services;

(k) the Municipal Librarian;

(l) a local representative of the Alberta Educational Communications Corporation (ACCESS NETWORK);

(m) representatives of non-profit, public service organizations which have as an educational purpose the provision of further education courses to adults;

(n) the Regional Representative of Alberta Culture and Multiculturalism;

(o) the Regional Representative of Alberta Consumer and Corporate Affairs;

(p) a regional Early Childhood Services Advisory Council representative;

(q) a local Council on Aging representative;

(r) representatives of local business and industry and the local Chamber of Commerce, and labour unions; and

(s) citizens who recognize the worth of further education and are vitally interested in fostering such learning opportunities.

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